

Bartlesville Public Library
Minutes of the Regular Meeting

On Tuesday, March 12, 2019 at 4:30 PM, the Bartlesville Library Board was called to order in Meeting Room C, Bartlesville Public Library, 600 S. Johnstone, Bartlesville, Oklahoma pursuant to the notice filed in the Office of the City Clerk, 401 S. Johnstone, Bartlesville, Oklahoma on March, 7 2019 and posted by 5:00 PM the same day.

MEMBERS PRESENT AT ROLL CALL:

Rob Fries
Tyler Hartzell
Brittany Hess
Richard Keim
Betsy Martens
Leigh Sutton

MEMBERS ABSENT:

3 Positions Vacant

ALSO PRESENT:

Shellie McGill, Library Director
Denise Goff, Operations Manager
Nadine Hawke, Head of Reference Services
Sherry Smith-Library Specialist
Kim Inman-Library Specialist/Cemetery Coordinator
Charles Spencer-Guest,
D'Lynn Everett-Guest
Dr. Bruce McGowan-Guest
Dallas Lewis-Guest
Rhonda Hudson-Guest
Sonja Settle-Guest
Dylan Smith-Guest

The meeting was called to order at 4:30 PM by Chairman Tyler Hartzell.

With no corrections or additions to be made, Ms. Sutton made a motion to approve the January 8, 2019 Regular Meeting Minutes as written. Seconded by Mr. Fries. Aye: Fries, Hartzell, Hess, Keim, Martens, Sutton. Nay: 0. Motion Carried.

Mr. Hartzell welcomed everyone to the meeting. Introductions of Board Members and Staff were made. Each of the guests attending had submitted applications to serve on the Board. They were invited to this meeting so they could not only meet the other Board Members but also get a better perspective of the Board's responsibilities. Guests included Dallas Lewis-Phillips 66 Research Center; Dylan Smith-ConocoPhillips IT Analyst; Charlie Spencer-Former Police Chief/City of Bartlesville, currently retired; Dr. Bruce McGowan-Rogers State University Administrator; Rhonda Hudson-Founding Executive Director Ray of Hope Advocacy Center; Sonja Settle-Librarian/Jane Phillips Elementary School; and D'Lynn Everett-Marketing Manager/ServePro. Each of the applicants introduced themselves and stated reasons they wanted to serve on the Board.

The Local and Family History Department gave a power point presentation to the Board on the materials and services of their department. Staff Members present were Nadine Hawke, Head of Reference Services, Sherry Smith, Library Specialist, and Kim Inman, Library Specialist/Cemetery Coordinator. The Local and Family History Department contains a wealth of information about Bartlesville, surrounding counties, Oklahoma, and surrounding states. It includes microfilmed newspapers of the area dating back to the 1890's, funeral home records, school yearbooks, the Mullendore Case Book, and genealogy records. In addition to the books, there are 9 file cabinets full of information relating to this area, people, and events. Information inquiries have been received from all over the United States and many from other countries. The Staff helps patrons with their research. The Department also serves as the administrative office for White Rose Cemetery. The selection of

lots, preparing for service dates, and helping locate graves all come from the Local and Family History Department. The Staff also schedules and hosts programs throughout the year. Most recently, a series of genealogy research classes using DNA results were presented. The Cemetery hosts 3 programs annually. They are the Memorial Day Service, Mausoleum Stories, and the Luminary Service.

Ms. McGill began the Director's Report by saying circulation is holding steady. The checkouts of physical volumes is down but the checkouts of digital materials is up. The TAB (Teen Advisory Board) helped plan and present the Dr. Suess Birthday Party held on March 2. Approximately 200 children and adults were in attendance. The annual Battle of the Books was held on March 7 at Central Middle School. The new school added this year, Dewey Middle School, won the competition. A new part-time staff member, Sunny Shen, was recently hired. He will be working mostly in the Reference and Children's Departments.

The Library has received a \$350.00 sponsorship funding from the Rotary Club to purchase the equipment for a digital conversion station. This is one of the new services listed in our Long Range Plan. We are pleased to have received this funding. We recently sent out over 3,000 postcards to patrons in our database that have not used their library card since 2015. Another project listed in the Long Range Plan, the goal is to have an accurate number of active patrons in the database. There are numerous activities and programs scheduled for kids and teens during spring break. There are STEM projects and Paint & Pour for teens. Local resident and business owner Gary Long has volunteered to refurbish the Library's buffalo at no cost. We appreciate his generosity.

The community Block Party is scheduled for Saturday, May 4, 12:00-2:00 PM. The Library will join up with both the Police and Fire Departments for a community party featuring hamburgers, hot dogs, and children's activities. We will also have sign up for the Summer Reading Program and the Friends of the Library plan to sell books at the event. Plans are now being made for the *Creative Corner*. The Library will also begin hosting crafting classes each month. There have been no live bugs or other pests found in the Library since the last Board Meeting. The Library continues to be inspected each week. Ms. McGill was recently accepted to be a participant in the Oklahoma Library Association's Gold Leadership Academy in fall. The Academy is held every three years and is open to only a small group of library leaders.

Ms. McGill informed Board Members she was approached by representatives from Women's Network to discuss possibly changing the Library name to "Bartlesville Ruth Brown Memorial Library". Ms. McGill is doing research on this topic and she will have her opinion by April 1st. The group also wants a chance to present this idea to the Library Board as well. Ms. McGill thought the May meeting would be the better time and allow Members the opportunity to do their own research and read the book about Miss Brown. Board Members agreed and new members to the Board will be appointed to fill the current vacancies by that time as well.

Board Members reviewed the revised Laptop Circulation Policy. One addition was suggested at the last meeting. The words "by a particular library cardholder...." was added to provision #6. Mr. Fries made a motion to approve the Laptop Circulation Policy as revised. Seconded by Mr. Keim. Aye: Fries, Hartzell, Hess, Keim, Martens, Sutton. Nay: 0. Motion Carried.

No changes or additions were made to the Equipment Use Policy, Research Policy, and the Ceremonial Flag Circulation Policy. Regarding the Principles of Conduct Policy, Mr. Fries asked for a word addition to provision #3. He suggested *corrective* be added to the last sentence. The sentence would then read, "Appropriate corrective action will be taken. The policy will be presented at the next meeting for final discussion and approval.

Ms. McGill also distributed a new Pest Procedure for review. She thought a procedure would be better than an actual policy because it is operations and maintenance of the building. Members agreed and Mr. Fries suggested several revisions.

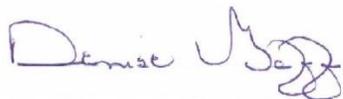
Under Board Comments, Ms. Goff suggested to Members to look at the official trailer for the new movie, The Public on YouTube. It is scheduled to be released in limited areas in April. It is about a library in Ohio in one of the coldest winters on record. The library staff, the homeless population, and the police are all involved.

Ms. Hess thanked Ms. McGill and the Library Staff for everything they do for the Library and the community.

No additional Public Comments were made.

Items for the May 14, 2019 agenda includes the introduction of three new Board Members, the approval of the Principles of Conduct Policy, review of three additional policies, and a presentation from the Women's Network.

With no further discussion, the meeting was adjourned at 6:15 PM

A handwritten signature in blue ink that reads "Denise Goff". The signature is written in a cursive style with a large, stylized initial "D".

Submitted By: Denise Goff
Operations Manager-Bartlesville Public Library & Bartlesville Area History Museum